1. Where to start?

   a. Go to https://gps.bus.emory.edu
   b. Sign in with your Emory University credentials (note: you must leave the EMORYUNIVAD\ in the username filed).
   c. Only your classes will show up in the list of courses.

2. Reporting

   a. You can view your class roster by going to your class and clicking ‘Reporting.’ From there you can select how you want each student’s name to appear (First Last; Last, First, etc.). You can print the roster showing each student’s picture, the class seating chart, flashcards or simply a list of student names.
b. Under the Reporting tab you can also keep track of your students’ attendance and participation. You can export your attendance and participation information to Excel. You also have the option to print in whichever format is beneficial to you (ex: list, flashcards, seating chart, tent card).

a. For attendance you can create an attendance record for a specific day or you can modify a record from previous days. You can get here by clicking the ‘Reporting’ button where you can select ‘Attendance Reporting Options’ or you can go directly to attendance by clicking on the ‘Attendance’ button from the home screen.
b. Once you create the attendance record, you have 2 options: You can select “One click mode” which allows you to go down the roster and click each student’s name that matches the status you selected.

c. Or select each student individually and change their attendance status for that day.

c. Participation gives you the same option as attendance to either create a new record or modify a previous record.
Once you create the participation record you can adjust the number of responses for each student as well as select the quality of the responses on a scale from 1-10. You can get here by clicking the ‘Reporting’ button where you can select ‘Participation Reporting Options’ or you can go directly to participation by clicking on the ‘Participation’ button from the home screen.

Participation can be documented by case or per day. If your class is discussing a case that covers multiple days, you may want to record the total case participation instead of participation for one day. Under the ‘Participation’ tab you can choose to create a participation record based on no case, an existing case or you can create a new case. If you want to record participation per day, you can select ‘No Case’ from the ‘Participation’ tab and indicate how many responses each student had and the quality of their responses.
3. **Seating Chart**
   a. Here you can see the student pictures and place them in their assigned seats by dragging their picture into the desired seat.
   b. If you need to remove a student from a seat, simply drag the picture into the ‘seat eject’ icon below the seat.

4. **Add and Remove Teaching Assistants**
   a. If you need to add a TA to one or all of your courses you can click on the Settings wheel in the top right corner of your home page and selecting ‘Manage Assistants.’
b. From here you can select your name from the ‘Instructor’ drop down, the semester under the ‘Semester’ drop down and which course you are adding a TA to from the ‘Course’ drop down.

![Add/Remove Assistants](image)

Next you will select ‘Student’ from the ‘Select Assistant From:’ drop down and you can then select your TA from the student names under the ‘Please Select an Assistant:’ drop down.

![Add/Remove Assistants](image)

d. If you would like to select one TA for all your courses, you will select ‘Set Faculty Assistant’ under the ‘Course’ drop down and then follow the instructions above to select a student assistant. This will allow the student to attach to you for all your courses.

![Add/Remove Assistants](image)

**NOTE:** If your TA is a PhD student and they are not enrolled in any courses, their name will not appear in the Assistant drop down. If you need to add a PhD student as a TA for your course, please contact our Help Desk at GBSITHELP@emory.edu.